

**RULES  
OF  
TENNESSEE DEPARTMENT OF COMMERCE AND INSURANCE  
DIVISION OF FIRE PREVENTION**

**CHAPTER 0780-2-20  
FIRE DEPARTMENT RECOGNITION**

**TABLE OF CONTENTS**

0780-2-20-.01	Definitions	0780-2-20-.04	Standards and Qualifications
0780-2-20-.02	General Requirements	0780-2-20-.05	Recognized Fire Departments
0780-2-20-.03	Registration	0780-2-20-.06	Renewal of Registration

**0780-2-20-.01 DEFINITIONS.**

- (1) Career fire department shall mean a fire department consisting of only paid firefighters.
- (2) Combination fire department shall mean a fire department consisting of any mixture of career and volunteer firefighters.
- (3) Division shall mean the Division of Fire Prevention, also known as the State Fire Marshal's Office.
- (4) New Fire Department shall mean any fire department formed after July 1, 2003.
- (5) Recognized fire department shall mean a fire department that has obtained a certificate of recognition from the Department of Commerce and Insurance, State Fire Marshal's Office, which includes a municipality, county or political subdivision operating as a fire department, or an organization, agency, or entity operating as a fire department.
- (6) Recognition shall mean that designation to be conferred on the fire department by the State Fire Marshal's Office after making application and meeting all the requirements.
- (7) Volunteer fire department shall mean a fire department consisting of only un-paid firefighters.

**Authority:** T.C.A. §§68-102-303 and 68-102-304. **Administrative History:** Original rule filed June 8, 2004; effective August 22, 2004.

**0780-2-20-.02 GENERAL REQUIREMENTS.**

- (1) Any application or document regarding a certificate of recognition for the State Fire Marshal's Office shall be sent to the State of Tennessee, Department of Commerce and Insurance, Division of Fire Prevention, 500 James Robertson Parkway, Third Floor, Nashville, Tennessee 37243.
- (2) Recognition will be valid for a period of three (3) years, beginning on the calendar date of issuance and expiring at 12:00 p.m. on that calendar date three (3) years later.
- (3) All new fire departments formed after July 1, 2003 shall notify the State Fire Marshal's Office within thirty (30) days of any change in geographical territory to be covered by such fire department. The fire department shall provide proof of the approval of the local elected governing body of any change in territorial boundaries. The fire department shall provide the State Fire Marshal's Office with a written description or geographic description of territorial boundaries.

**Authority:** T.C.A. §§68-102-108(c), 68-102-303, 68-102-304, and 68-102-108(c). **Administrative History:** Original rule filed June 8, 2004; effective August 22, 2004.

**0780-2-20-.03 REGISTRATION.**

- (1) The applicant shall contact the Division in writing to obtain information concerning the application process and to obtain a certificate of recognition as a recognized fire department at the address listed in rule 0780-2-20-.02(1).
- (2) The applicant shall contact the Division's Office in Nashville to obtain the required application form. The applicant shall fill out the application completely and submit it to the Division with a nonrefundable application fee of fifty dollars (\$50.00).

**Authority:** T.C.A. §§68-102-303 and 68-102-304. **Administrative History:** Original rule filed June 8, 2004; effective August 22, 2004.

**0780-2-20-.04 STANDARDS AND QUALIFICATIONS.**

- (1) The application must show proof of the following:
  - (a) The application form must be signed by the highest ranking official of the fire department, and the form must be notarized.
  - (b) All new and existing fire departments must be in compliance with Tenn. Code Ann. § 68-102-108 by obtaining the proper designation as an Assistant to the Commissioner of Commerce and Insurance.
  - (c) All new and existing fire departments must be in compliance with requirements of Tenn. Code Ann. §68-102-111.
  - (d) After July 1, 2003 and before a new fire department is established or recognized within Tennessee, the new fire department must obtain approval of the local elected governing body. The approval shall include the geographical territory to be covered by such new fire department.

**Authority:** T.C.A. §§68-102-303, 68-102-304, 68-102-306, 68-102-108, and 68-102-111. **Administrative History:** Original rule filed June 8, 2004; effective August 22, 2004.

**0780-2-20-.05 RECOGNIZED FIRE DEPARTMENTS.**

- (1) A recognized fire department shall notify the State Fire Marshal's Office within thirty (30) days after a new fire chief is appointed.
  - (a) The fire department shall submit to the State Fire Marshal's Office the new fire chief's name, address and adequate documentation to establish such person's claim of office.
  - (b) The board of directors of a for-profit or not-for-profit fire department or the highest appointed authority of the city or county must place in writing the name of the person who is designated the Assistant to the Commissioner by virtue of his or her office including the fire chief and fire marshal. The name of the Assistant to the Commissioner and the person's current title shall be included. The letter shall include the official name of the fire department and mailing address of the fire department at which the Assistant to the Commissioner will work.
  - (c) Within ten (10) days after the appointment of a new Assistant to the Commissioner, the person vacating the office shall surrender the certificate of appointment to the Department of Commerce and Insurance, Division of Fire Prevention.

**Authority:** T.C.A. §§68-102-108, 68-102-303, and 68-102-304. **Administrative History:** Original rule filed June 8, 2004; effective August 22, 2004.

**0780-2-20.06 RENEWAL OF REGISTRATION.**

- (1) Before the three (3) year period of the certificate of registration has expired, the applicant for renewal must submit a fee of fifty dollars (\$50.00) to the Division along with a renewal application form properly completed to obtain renewal of the certificate of recognition.
- (2) The fire department shall submit the renewal application at least thirty (30) days prior to expiration of the fire department's certificate of recognition.
- (3) The Division will send each applicant for renewal an application form approximately six (6) months prior to expiration of the three (3) year recognition period.

**Authority:** T.C.A. §§68-102-303 and 68-102-304. **Administrative History:** Original rule filed June 8, 2004; effective August 22, 2004.